Junaid Ghani

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OBJECTIVE

To get job in your reputable Company / Organization to get further experience to enhance my experience in the benefit for myself to produce better result society.

WORK EXPERIENCE

04/2015 - 12/2022

Data Entry Operator , TAG GROUP

Responsibilities:

- Specialized in ERP System.
- Managing a company account receivable.
- Data collection, data entry, payment collection and verification, etc.
- Reconciliation of client's ledger.
- Prepare invoices and receipt voucher.
- Maintaining files, keeping a record of data.
- Proficient in MS Excel working (Formulas, Pivot Table, Formatting, Summaries and Databases etc.

EDUCATION

2011 - 2013

Intermediate Degree of Commerce, Superior Commerce College, Shah Faisal, Karachi.

2014

Certified as Information Technology (CIT), Global Computer Institute, Karachi.

ADDITIONAL SKILLS

Microsoft Office Package: Word, Excel, Access
Database Operation: Enterprise Resource Planning (**ERP**)
Typing: English / Urdu

REFERENCES

References available on request